

The Summit Preparatory School Board of Trustees

Monday, 12/10/18, 5:30 pm

Walnut Lawn Campus, Board Room

Meeting Minutes - BOARD APPROVED, EDITED FOR ONLINE POST

Attendees:

Presiding: Mark Sharp, Chair

Board Members: Missy Gelner, Caleb Johnson, Anne Mason (arrived at 5:46p), Jennifer Newman, Susan Miranti

Ex Officio Members: Rob Groninger, Katie Heet, Emma Smith, Veronica Richardson

Administration/Faculty: Amy Maas, Kristin Walker

Board Members Absent: Brian Scroggs, Judy Thompson

Meeting called to order by Mark Sharp at 5:32p

CONSENT AGENDA

The following reports were submitted to the board in advance of the meeting.

1. Head of School with Admissions Report
2. Head of School Emeritus Report
3. Development Report
4. SPO Report
5. Marketing Report
6. Faculty Report

MOTION: Missy Gelner made a motion to approve the consent agenda, Susan Miranti seconded the motion. Motion carried.

PRIOR MINUTES

- November 2018 minutes were distributed before meeting.
- MOTION: Jennifer Newman made a motion to approve minutes as distributed. Missy Gelner seconded. Motion carried.

FINANCIAL REPORT

- Reports presented by Kristin Walker. November was tight month. Second payment of “two payment families” is incoming now. January financial health dependent on success of annual campaign and RPL donation receipt.
- Balance Sheet, Cash Flow were reviewed in detail.

MOTION: Jennifer Newman made a motion to approve financials as presented, Susan Miranti seconded. Motion carried.

CURRENT BUSINESS

- HOS and HOSE Goals
 - Goals were reviewed. Any additional input from board due to Mark by end of the month. Team will be reviewed using these goals in the spring.
- Budget
 - Preliminary 19/20 Budget was presented by Kristin Walker. Tuition proposal includes raising the minimum paid by highest discount financial aid agreements.
 - Salary increase is included for faculty and staff. Additional staff will also be added for the 2019-20 school year.
 - Tuition remission model was discussed. New budget will be reviewed by finance committee to address the varied discount tiers and options for remission models with budget impact.
 - SPO has traditionally funded a portion of the professional development expenses. Board members asked SPO for insight on level of PD support. Dr Heet to provide desired budget. Susan Miranti offered reference of 3% for SPS Professional Development.
 - Budget vote will be made in January.
- State of the School Planning
 - Group reviewed topics to be included in State of the School meeting; general agreement to less financial talk and more successes/plans to build word of mouth to benefit enrollment
 - Additional meeting set for 12/19 at 12 noon meeting

NEW BUSINESS

- Marketing committee update on digital ad spending plans within budget and website / video relaunch. Requested digital reviews from board members.

ADJOURNMENT

MOTION: Susan Miranti made a motion to adjourn the meeting at 6:54. Motion seconded by Anne Mason. Motion carried.

Meeting minutes respectfully submitted for approval by BOT Secretary, Melissa Gelner, on 12/10.